

FIRE PERSONNEL SERVICES COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible support class in the fire department, the primary duties of which are counseling department employees in emergency and non-emergency situations; referring employees that are experiencing emotional, social, chemical dependency, legal, financial or any of the other life difficulties to the proper agency for counseling; maintaining proper records and reports to document required activities; and conducting workshops and training sessions to teach employees how to deal with the trauma and stress which is unique to their job situations. The incumbent of this class performs duties with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds to critical emergency situations in order to offer support and counseling to both Firefighters and civilians. Assists fire victims by referring them to the appropriate support organizations. Observes Firefighters following traumatic incidents to note any changes in behavior patterns or work habits which would require intervention. Counsels or refers employees to the appropriate organizations when they are experiencing such problems as financial, legal, chemical dependency, emotional, or any other difficulties. Accepts self referrals or referrals by subordinates supervisors when the subordinates are experiencing difficulties in their work situations. Assists in resolving employees complaints and grievances.

Participates in the research and planning of programs and activities of the department. Attends conferences, conventions, and other educational meetings as required by the Fire Chief. Monitors and evaluates local conditions which may become fire or safety hazards. Studies new laws, regulations, ordinances, and court rulings relating to fire department to determine if changes in department policies and procedures are needed.

Gathers information to be used in compiling a budget for the Fire Personnel Services Coordinator Section. Assists in the preparation of the departmental operating budget by compiling and organizing data needed.

Personally completes any form or record required to document the activity of this section. Compiles and organizes data in order to write reports. Writes requests for grants or other special funds to aid in the operation of the Critical Incident Stress team.

Creates a positive image of the department by interacting with the public in both emergency and non-emergency situations. Informs the public by means of talks or distribution of literature of those agencies which are capable of assisting them in dealing with individual or family crisis situations. Acts as a department representative to the news media concerning areas of critical incident stress. Coordinates special projects related to public relations to improve the image of the fire department. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise and assistance in learning coping skills for handling stress in their jobs.

Develops a training program for the department and sees that such a program is properly staffed and supplied with training resources. Serves as a classroom instructor.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have at least a Master's degree in some form of professional mental health counseling and have attained certification as a BCSW (Board Certified Social Worker) or as a LPC (Licensed Professional Counselor).